



WIOA 2021-2022 Applications
Instructional, Institutional and IELCE
Michigan Department of Labor and Economic Opportunity
Employment and Training



Contents

- [Logging into NexSys via MiLOGIN for Third Party](#)
- [Initiate 2021-2022 WIOA Application](#)
- [Navigate and complete 2021-2022 Application](#)
 - [Cover Page](#)
 - [Assurances & Important Information](#)
 - [Review Grant Selections](#)
 - [Additional Fiscal Agent Information](#)
 - [Regional Partnership](#)
 - [Adult Education Program Offerings](#)
 - [Budget Summary](#)
 - [Budget Items](#)
 - [Budget Detail](#)
 - [Required Attachments](#)
 - [Narrative Upload](#)
 - [IET Plan Upload](#) (if IET service is selected)
 - [Attachments](#)
 - [Contractual Agreements and MOU Upload](#)
 - [State of Michigan Upload](#)
- [Submit the 2021-2022 WIOA Application](#)
- [Modify the 2021-2022 WIOA Application](#)
- [Flagged Budget Items](#)
- [Amend the 2021-2022 WIOA Application](#)
- Management Tools
 - [Landing Page](#)
 - [Add/Edit People](#)
 - [Status History](#)
 - [Modification Summary](#)
 - [Attachment Repository](#)
 - [Notes](#)
 - [Print Document](#)
- [NexSys User Profile](#)
 - [Organization Members](#)

Special Note

NexSys is supported by the following browsers:
Chrome, Microsoft Edge, and Firefox.

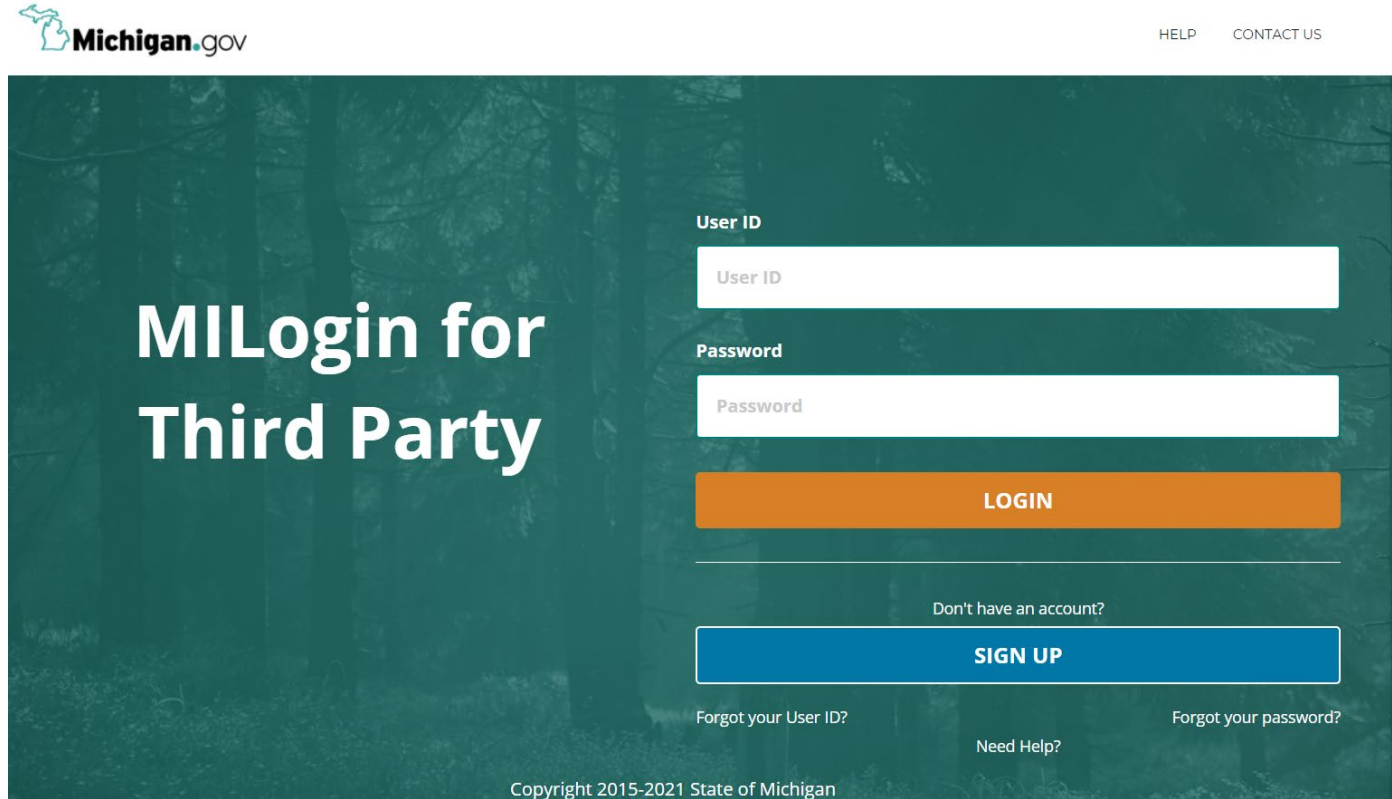
We strongly recommend using Chrome when working in
NexSys.

MiLOGIN for Third Party

<https://milogintp.Michigan.gov>

Login using Username and Password created during account creation and linking process.

Refer to the [NexSys website](#) for instructions on setting up and linking a MiLogin for Third Party account.



The screenshot shows the Michigan.gov logo in the top left corner and links for HELP and CONTACT US in the top right. The main heading is "MiLogin for Third Party". Below this, there are two input fields: "User ID" and "Password". An orange "LOGIN" button is positioned below the password field. A horizontal line separates the login section from the registration section, which includes a "Don't have an account?" link and a blue "SIGN UP" button. At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer text reads "Copyright 2015-2021 State of Michigan".

[Table of Contents](#)

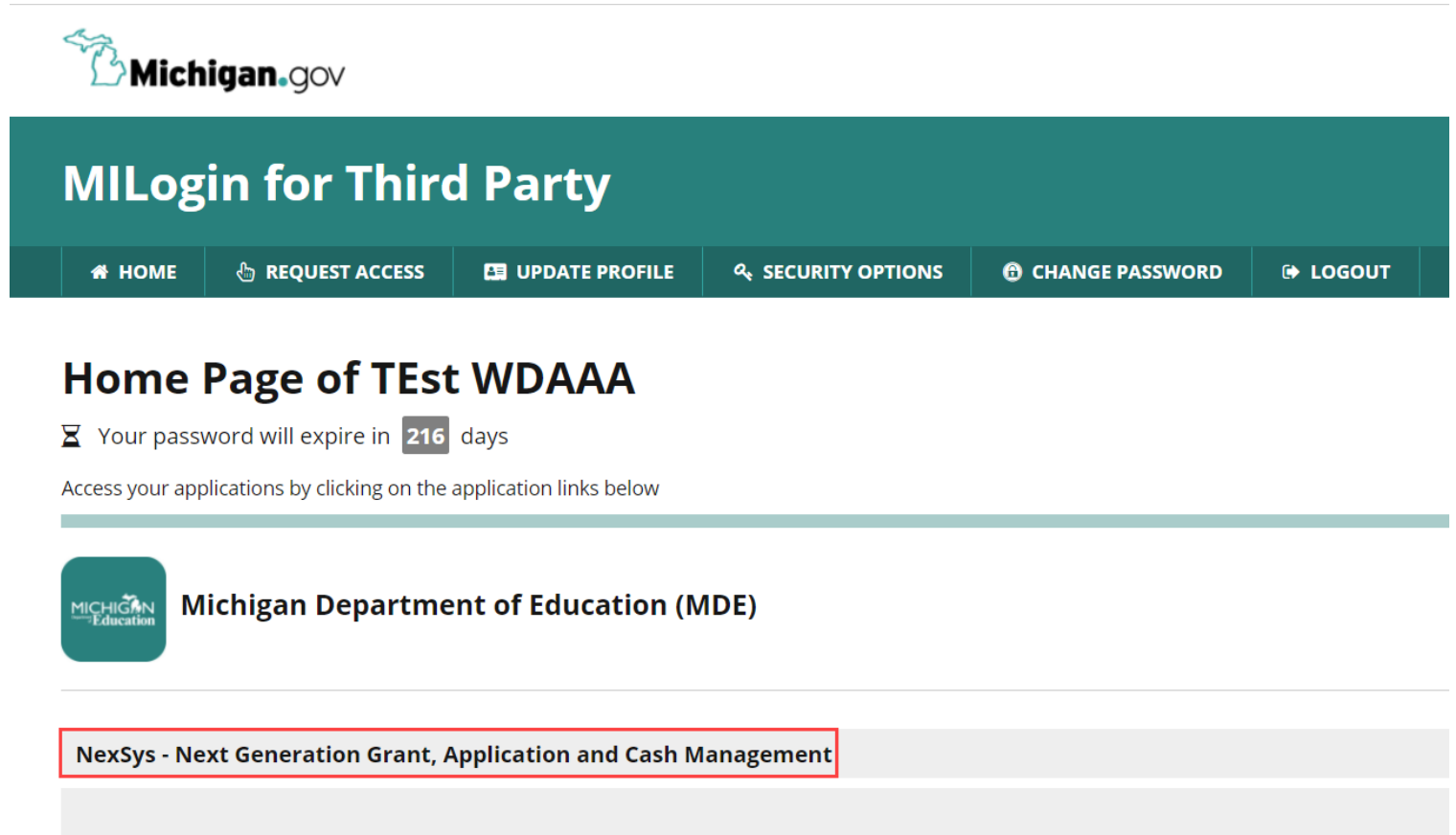


MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY

EMPLOYMENT
& TRAINING

MiLOGIN for Third Party

Select the link for **NexSys – Next Generation Grant, Application and Cash Management** under the Michigan Department of Education Header.



The screenshot shows the 'MiLogin for Third Party' page on the Michigan.gov website. At the top is the Michigan.gov logo. Below it is a teal header with the title 'MiLogin for Third Party'. A navigation bar contains links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled 'Home Page of TEst WDAAA' and shows a password expiration notice: 'Your password will expire in 216 days'. Below this is a section for the Michigan Department of Education (MDE), featuring its logo and a list of application links. The link 'NexSys - Next Generation Grant, Application and Cash Management' is highlighted with a red border.

Michigan.gov


MiLogin for Third Party

[HOME](#) [REQUEST ACCESS](#) [UPDATE PROFILE](#) [SECURITY OPTIONS](#) [CHANGE PASSWORD](#) [LOGOUT](#)

Home Page of TEst WDAAA

⌚ Your password will expire in **216** days

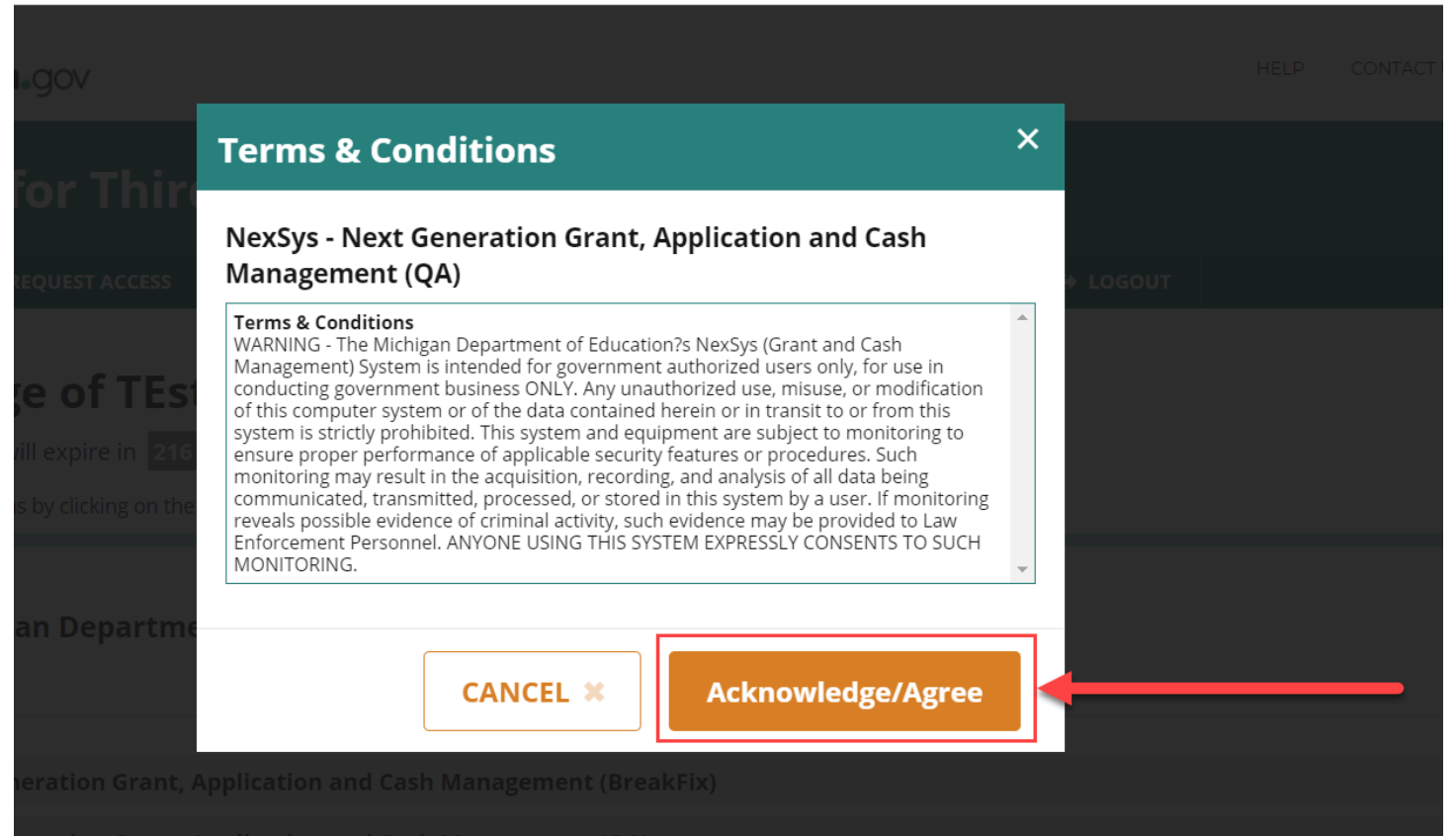
Access your applications by clicking on the application links below

**Michigan Department of Education (MDE)**

NexSys - Next Generation Grant, Application and Cash Management

MiLOGIN for Third Party

Simply **Acknowledge/Agree** to the NexSys Terms & Conditions and the NexSys Dashboard should open.



Initiate WIOA Application(s)

Level 5 users can find the WIOA Application(s) within their My Opportunities panel.

Locate the appropriate application and select the blue colored link titled **Adult Education: WIOA Instructional Programs**; **Adult Education: WIOA Institutional Programs**; or **Adult Education: WIOA IELCE Programs**.

Welcome to NexSys!

As a new user please read the information below and proceed accordingly to complete your access to NexSys:

- If you need access to entity Applications, please contact your Entity Authorized Official and request to be added as an entity user.
- If you need access to the entity Accounting processes, please contact your Accounting Entity Certifier and request to be added as an entity user.
- If you are a new Entity Authorized Official or Accounting Entity Certifier you will need to complete a NexSys Authorization form and submit it to MDE. The Authorization form can be found at Michigan.gov/MDE-NexSys. You will receive a notification from MDE when your completed authorization form has been processed.
- Questions can be directed to: MDE-NexSys-Applications@Michigan.gov or MDE-NexSys-Accounting@Michigan.gov

My Tasks

Initiate Related Document

Filter

My Tasks

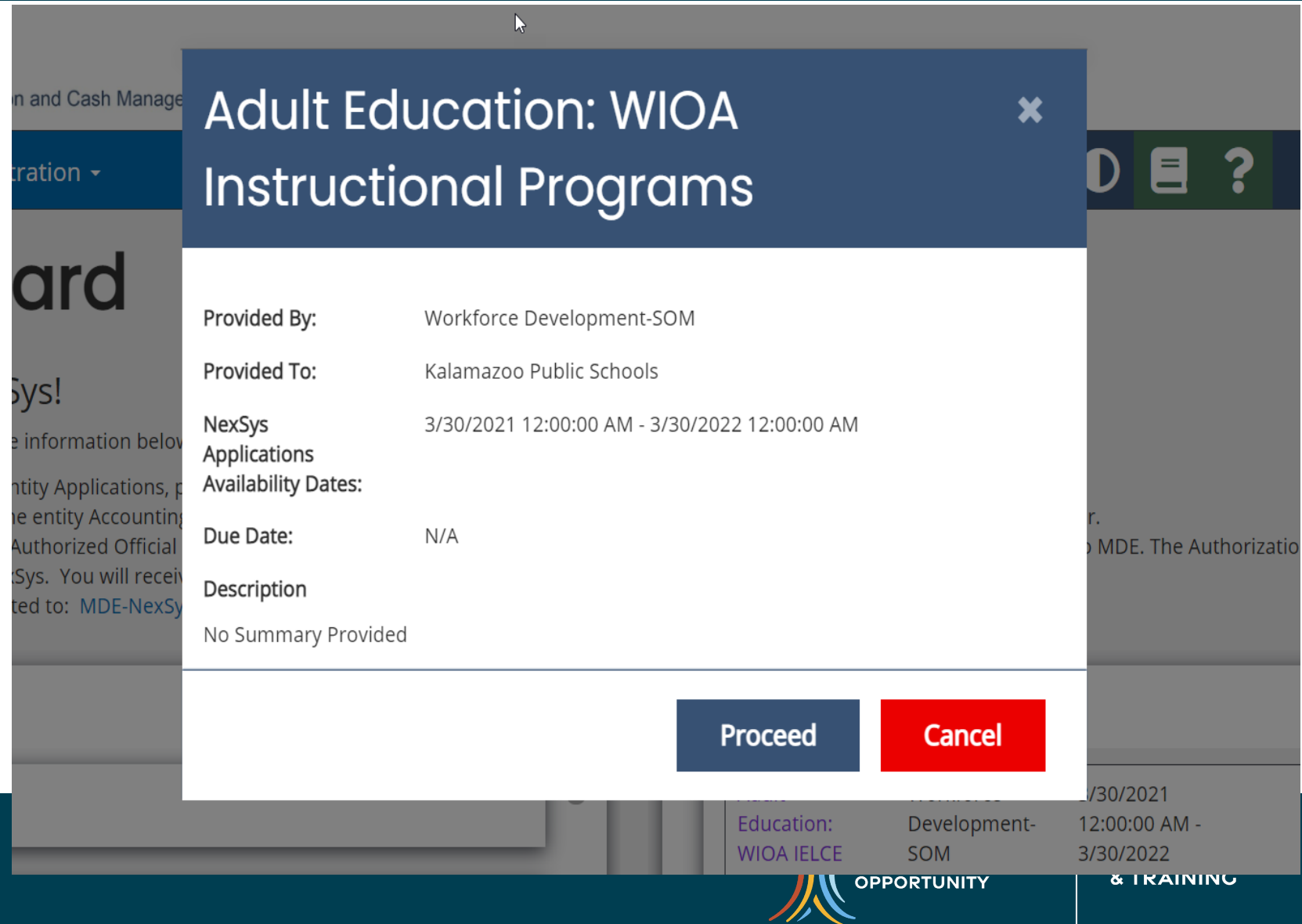
Application	Document Number	Organization	Status	Status Date	Due Date
21st Century Community Learning Centers State	21CCLCS A-2022-330002550-6	Michigan State University	Application In Progress	4/5/2021 9:35:12 AM	

My Opportunities

Adult Education: WIOA IELCE Programs	Workforce Development-SOM	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM
Adult Education: WIOA Institutional Programs	Workforce Development-SOM	5/13/2021 12:00:00 AM - 5/13/2022 12:00:00 AM
Adult Education: WIOA Instructional Programs	Workforce Development-SOM	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM

Initiate Application

Ensure the pop-up window displays the correct agency and select **Proceed**.



The screenshot shows a web application interface with a dark blue header and a light gray sidebar. A pop-up window titled "Adult Education: WIOA Instructional Programs" is centered on the screen. The pop-up has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following information:

Provided By:	Workforce Development-SOM
Provided To:	Kalamazoo Public Schools
NexSys Applications Availability Dates:	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM
Due Date:	N/A
Description	No Summary Provided

At the bottom of the pop-up, there are two buttons: "Proceed" (dark blue) and "Cancel" (red).

In the background, the web application interface is visible, showing a sidebar with a "Board" section and a main content area with a table. The table has columns for "Education:", "Development-SOM", and "3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM". The table also includes a "WIOA IELCE" column and a "Development-SOM" column. The table is partially obscured by the pop-up window.

Navigate and Complete the WIOA Application

The green menu to the left displays all pages of the application. The white check boxes will appear empty until pages are completed, at which time a white check mark will populate.

While users may begin with any page of the application, this guide works from the top down starting with the Cover Page.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes links for Home, Administration, and Searches. The left sidebar menu lists various application sections: WIOAIP-2022-39010-14, Forms, Cover Page, Assurances and Certifications, Important Information, Management Activities, and Review Grant Selections. The main content area is titled 'Document Overview' and shows details for 'Adult Education: WIOA Instructional Programs' with the application ID 'WIOAIP-2022-39010-14'. It lists the organization as 'Kalamazoo Public Schools - 39010' and the user's role as 'Authorized Official (5)'. A progress bar at the bottom indicates the current status of the application, with 'Application In Progress' marked as complete.

Application In Progress	Application Submitted	Review In Progress	Modifications Required	Modifications In Progress	Modifications Submitted	Administrative Review Complete	Program Office Review Complete	Grant Funds Available	Amendment In Progress	Amendment Submitted
✓										

Cover Page

The Cover Page is different than it was in MEGS+. You now must scroll down and select a Main and Secondary Contact from the dropdown.

The dropdown is populated by names drawn from the Add/Edit People section.

Main Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

...

Cover Page cont.

The bottom half of the Cover Page is used to select both a Main and Secondary Contact Person for the application.

1. Select a **Main Contact Person** from the first drop-down.
2. Select a **Secondary Contact Person** from the second drop-down.
3. Select **SAVE** in the upper-right hand corner of the page.

The screenshot displays a web application interface for WIOAIP-2022-70350-18. The top navigation bar includes 'Home', 'Administration', and 'Searches'. A search table shows 'City: Zeeland', 'Zip Code: 494640110', and 'Entity County: Ottawa County'. The left sidebar contains a menu with 'Forms', 'Cover Page', 'Assurances and Certifications', 'Important', 'Assurances and Certifications', 'Important Information', 'Management Activities', and 'Review Grant'. The main content area is divided into two sections: 'Main Contact Person' and 'Secondary Contact Person'. Each section has a 'Contact Name' dropdown menu, with red arrows pointing to them. Below each dropdown is a note: 'Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.' and an 'Address' label. In the top right corner, there are buttons for 'New Note' and 'Save', with a red arrow pointing to the 'Save' button.

City	Zip Code	Entity County
Zeeland	494640110	Ottawa County

Main Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

Address

Secondary Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

Address

New Note | Save

Cover Page cont.

Contact information for both individuals should display on the Cover Page after the page saves the selections.

Note: the Cover Page now shows a check mark within the green menu on the left-hand side of the page.

Select the **Assurances and Certifications** link to move to the next page of the application.

The screenshot displays a web application interface for WIOAIP-2022-70350-18. The top navigation bar includes links for Home, Administration, and Searches. A left-hand sidebar menu lists various sections: Forms, Cover Page (highlighted with a checkmark), Assurances and Certifications, Important Information, Management Activities, Review Grant Selections, Additional Fiscal Agent Information, Regional Partnership, Adult Education Program Offerings, Program Information, and Memorandum of Understanding. The main content area is divided into two sections: 'Main Contact Person' and 'Secondary Contact Person'. Each section contains a dropdown menu for the contact name, a note stating 'Contact information listed below is maintained in MILogin. If corrections are needed p...', and fields for Address, City, Zip Code, Telephone, Fax, and Email Address. The 'Main Contact Person' section shows 'LYNN VAN KAMPEN' as the contact name, with address '183 W ROOSEVELT', city 'ZEELAND', zip code '49464', telephone '(616) 748-3006', and email 'lvankamp@zps.org'. The 'Secondary Contact Person' section shows 'SHELLY HETTENBACH' as the contact name, with address 'P.O. Box 110'.

Home Administration Searches

WIOAIP-2022-70350-18

Forms

Cover Page

Assurances and Certifications

Important Information

Management Activities

Review Grant Selections

Additional Fiscal Agent Information

Regional Partnership

Adult Education Program Offerings

Program Information

Memorandum of Understanding

Main Contact Person

Contact Name

LYNN VAN KAMPEN

Contact information listed below is maintained in MILogin. If corrections are needed p...

Address

183 W ROOSEVELT

City Zip Code

ZEELAND 49464

Telephone Fax

(616) 748-3006

Email Address

lvankamp@zps.org

Secondary Contact Person

Contact Name

SHELLY HETTENBACH

Contact information listed below is maintained in MILogin. If corrections are needed p...

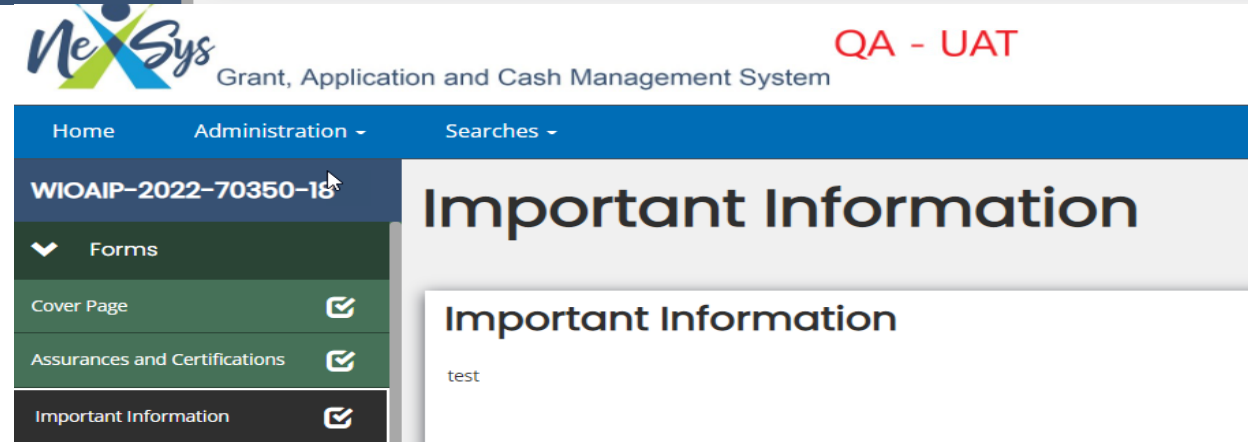
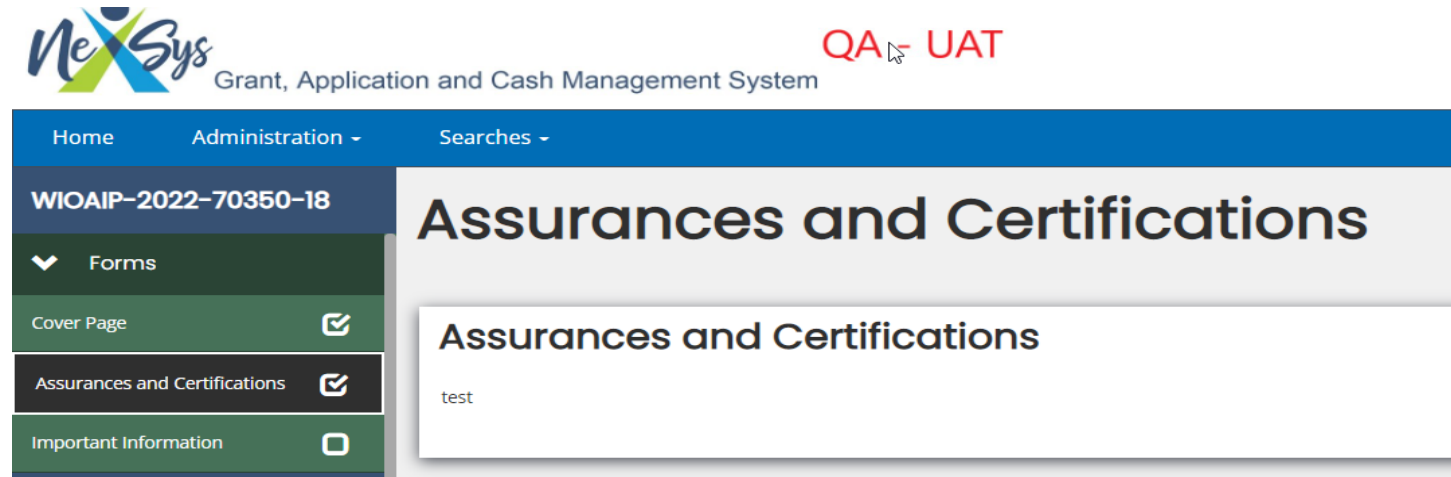
Address

P.O. Box 110

Assurances & Important Information

Review the Assurances and Certifications, and carefully read the Important Information page.

The check box for these pages will show as complete once you review, without having to click on the Save button.



Review Grant Selections Page

NexSys requires the completion of the Review Grant Selections page. Budget pages will be generated in the application once Review Grant Sections has been completed and saved. The required Federal Instructional budget will default to **Apply Now**.

Anticipated Tuition and Fees must be selected if you are charging any tuition or fees to participants.

Anticipated Other Local must be selected if you do not receive State Section 107 funds.

Once completed click **SAVE**.

Review Grant Selections

Adult Education: WIOA Instructional Programs

Do Not Apply

☐

Apply Now

☒

Federal Instructional

Do Not Apply

☐

Apply Now

☐

Anticipated Tuition and Fees

Do Not Apply

☐

Apply Now

☐

Anticipated Other Local

Additional Fiscal Agent Information Page

Fully complete the Additional Fiscal Agent Information page.

1. Fill in responses.
2. Select **SAVE** in the upper right-hand corner.

Additional Fiscal Agent Information

FISCAL AGENT NAME:

Kalamazoo Public Schools - 39010

* AGENCY TYPE:

OTHER:

Phone Number Formatting

Phone numbers will automatically be formatted as you type the number into the field.

For phone numbers with extensions, continue to type in the phone number field and the extension will show without you having to add “ext.” or “x.”

★ Phone

(555) 623-6598


★ Phone

(441) 223-6598 ext. 55

Regional Partnership Page

Complete the Regional Partnership page and click **SAVE**.

To add more rows to the page, click on the **+** to the right of the last row.

0 of 60	 +
0 of 60	

Regional Partnership

Entity Name

Kalamazoo Public Schools - 39010

Roles AND/OR Services	
AGENCY NAME	ROLES AND/OR SERVICES
0 of 60	0 of 60
0 of 60	0 of 60

Adult Education Program Offerings Page

Complete the Adult Education Program Offerings page.
Remember to **SAVE** the page when finished.

Adult Education Program Offerings

PROVIDER NAME:

* Site Name Where Applicable Classes Are Held:

* Site Address:

* Site City:

* Site State:

MI

* Site Zip:

* Telephone Number:

* COUNTY OF SITE LOCATION:

* Program Website for Public Access:

Adult Education Program Offerings Page cont.

Information provided on the Program Offerings page will be used to list each program, locations, and services on the public website maintained by LEO-WD. Program contact and website information should be appropriate for public use, questions, and/or registration purposes.

If IET or IELCE are selected, the IET Plan is required to be uploaded for each IET offered. Please refer to the template found on the Adult Education [website](#).

Click on **ADD** in the upper right to add a new page for each location.

PROGRAM	TUITION AND FEES (per participant):	HOURS OF OPERATION (days/hours/# of weeks or term):
<input type="checkbox"/> ABE		
<input type="checkbox"/> ASE		
<input type="checkbox"/> HSC		
<input type="checkbox"/> HSE		
<input type="checkbox"/> ESL		
<input type="checkbox"/> IET		

Budget Summary Page

Prior to creating individual budget items, the Budget Summary page will appear relatively blank.

Scroll down to complete page.

1. Fill in the contact information for the **Business Office Representative** and **Project Contact Person**.
2. **SAVE** page.
3. Go to the Budget Items menu item to begin building budget.
4. The administrative cost percent will display on this page once budget items are added.

Budget Summary

New Note | Save

Funding Source

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
70350						

200058

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000
----------------	------------------	------------------	-------------------------------------	---------------------------------	---------------------------	---------------------------------

Contact Information

* Business Office Representative

* Phone

* Email

* Project Contact Person

* Phone

* Email

Budget Items Page

Select the appropriate item from each dropdown menu and provide a DETAILED budget item description. Enter the budget amounts, complete the page and **SAVE**.

Select **ADD** to add another budget item. This is the only way to add a new budget item

Note: The red arrow points to a navigation bar to scroll left or right. This bar is found on most pages.

Budget Item

Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Endir

Select the appropriate Function Code for this budget item:

Indicate if this budget item is a Program Cost or a cost assigned to an Infrastructure Cost Agreement:

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Budget Items cont.

Once budget items are added, clicking the Budget Items menu item on the left will pop out a sub-menu displaying all existing budget items. From the sub-menu each item can be clicked onto as needed.

If you leave the budget item screen and wish to return to add/delete budget items, click on any budget item and then click **ADD** at the upper left.

The screenshot shows a web application interface for budget management. At the top is a blue navigation bar with 'Home', 'Administration' (with a dropdown arrow), and 'Search'. Below this is a dark blue header area with 'WIOAIP-2022-70350-8' and 'instruction'. To the right of this header is a 'Budget Items' section. On the left side, there is a vertical menu with three items: 'Budget Summary' (dark blue background with a white exclamation mark icon), 'Budget Detail' (green background), and 'Budget Items' (green background with a white exclamation mark icon and a white right-pointing arrow icon). The main content area on the right displays a list of budget items. The first item is '131: Basic (Adult/Continuing Education): \$0.00' with a black exclamation mark icon. The second item is '221: Improvement of Instruction: \$0.00' with a black exclamation mark icon. The interface uses a color scheme of blue, green, and dark blue.

Budget Detail Page

The Budget Detail page provides an exportable version of each budget.

At the top of the page, select the Funding Source and correct Source of Funds to display the information you require. To select ALL, use the blank option in both drop down menus.

Home Administration Searches

WIOAIP-2022-70350-18

Forms

Cover Page

Assurances and Certifications

Important Information

Management Activities

Review Grant Selections

Additional Fiscal Agent Information

Regional Partnership

Adult Education Program Offerings

Federal Instruction

Budget Detail

Funding Source Federal Instruction Source of Funds Program Cost

Grant Member Zeeland Public Schools - 70350

Clear Search

Results

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
130 - Adult Continuing Education										
132	ASE teacher	Zeeland Public	1.00 / 0	\$55,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00

Budget Detail Page

Click on the Export box (indicated by the red arrow) to export the Budget Detail page. Select either Excel, XML or CSV.

▼ Forms

Cover Page ☒

Assurances and Certifications ☒

Important Information ☒

▼ Results

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
130 - Adult Continuing Education										
131	teachers for	Zeeland	0 / 0	\$120,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00

Excel

XML

CSV

Contractual Agreement and MOU Pages

Upload Contractual Agreements and Memoranda of Understanding, as needed, under the respective upload page. These serve as supporting documentation for budget items, infrastructure costs, and service agreements.

To upload multiple documents, click on ADD and be sure to SAVE.

Contractual Agreement

Title

Document Source

Select

Memorandum of Understanding

Title

Document Source

Select

Narrative Upload Page

Use the Narrative Template found on the Adult Education [website](#) to indicate any changes to your program and/or services for PY 2021-22. Upload the completed template AND your original RFA grant application to the Narrative Upload page.

SAVE after each upload.

Narrative Upload

*Title

*Document Source

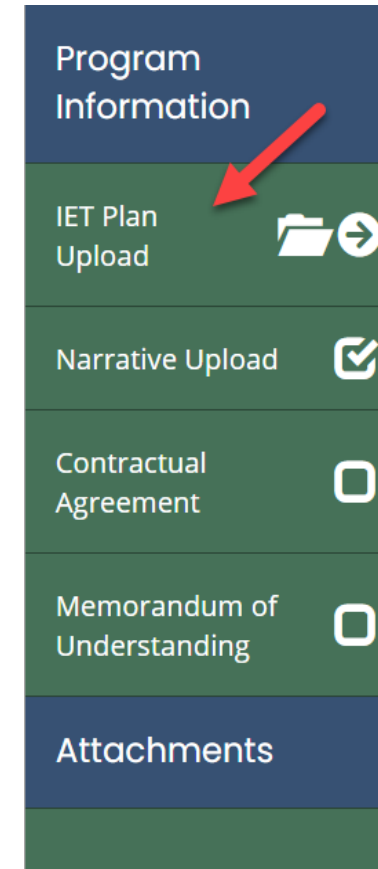
Select



IET Plan Upload page

The upload feature for the IET Plan will show if IET has been selected on the Adult Education Program Offerings page. It automatically shows in the IELCE application.

You must provide an IET Plan for each type of IET provided.

To upload multiple documents, click on ADD and be sure to SAVE.



Program Information	
IET Plan Upload	
Narrative Upload	
Contractual Agreement	<input type="checkbox"/>
Memorandum of Understanding	<input type="checkbox"/>
Attachments	

Attachments Page

The Attachments page can be utilized to upload additional documentation to support the application. Multiple attachments may be uploaded. Click SAVE after adding each attachment.

WIOAIP-2022-70350-10

IET Plan Upload

Narrative Upload

Contractual Agreement

Memorandum of Understanding

Attachments

Attachments

State of Michigan Attachments

Attachments

New Note | Save | Add | Delete

Last Saved 7/22/2021 4:55 PM

Instructions:

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

Attachments

Title

att1

Document Source

Select

State of Michigan Attachments Page

This page is for the State Office of Adult Education to utilize once the application has been submitted. This upload feature will not work for the local agency, but the local agency will be able to see and access what is uploaded here.

WIOAIP-2022-70350-18

Contractual Agreement

Narrative Upload

Attachments

Attachments

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

State of Michigan Attachments

Instructions:

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any sp
upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file

State of Michigan Attachments

Title

Special State stuff

19 of 100

Document Source

Select

Drag Files Here

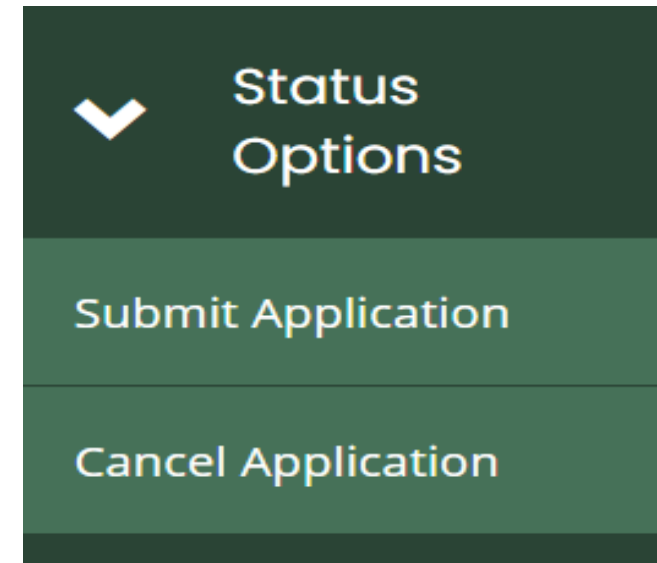
To upload more than one document please use the add button at the top right corner of page.

Submit the WIOA Application

All available status options appear below the Status Options section of the green navigation menu, towards the bottom of the navigation menu.

Level 5 users will see both Submit Application and Cancel Application under status options.

If for any reason the application must be cancelled, the Level 5 user has this option available to them at any time between initiation and submission. If this is the case, select Cancel Application.



Submit the WIOA Application

Select **Submit Application**. A box will pop up confirming you want to submit the application. The box will contain the language shown here.

By submitting the application, the level 5 is acknowledging that the information in the application is true and correct, that the agency will comply with the Assurances and Certifications, and the budget was prepared cooperatively by individuals from both the program and business office.

In order to submit your application you must first agree to the following conditions. I, Test WDAAO, certify that... The information submitted in this application is true and correct to the best of my knowledge; and {FiscalAgent} will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and The budget was prepared cooperatively by individuals from both the Program and Business Office. If you are not Test WDAAO you should return to the Main Menu.

Modify the WIOA Application

If the Office of Adult Education requires modifications to the WIOA application after the initial submission and program office review, please login to NexSys and locate the Application under My Tasks. Select the blue colored alphanumeric link under Name to access the application.

My Tasks

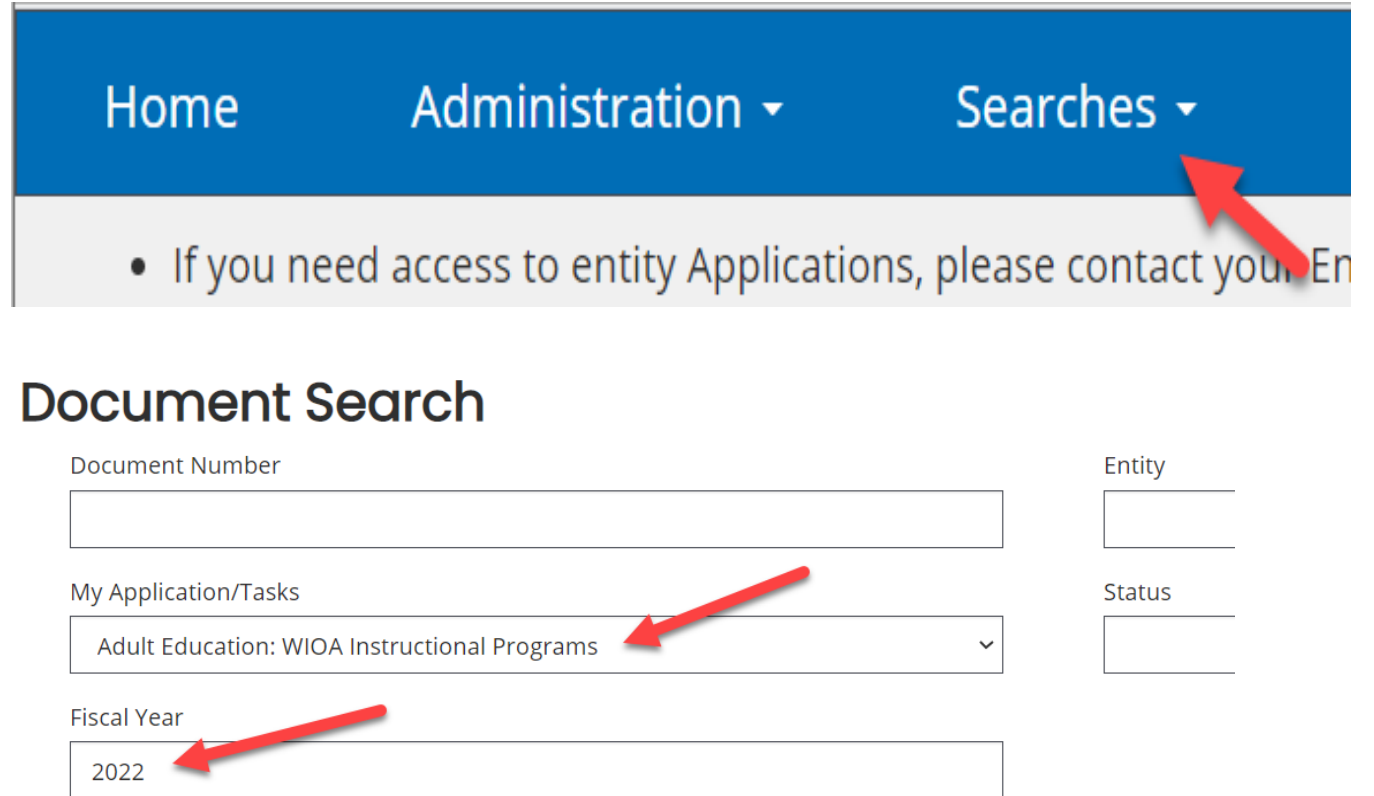
[Initiate Re](#)

	Submitted	Time
EO-2022-33000-3	Review In Progress	06/21/2021 04:17 PM
EO-2022-41000-7	Review In Progress	06/04/2021 08:44 AM
EO-2022-63000-11	Program Office Review Complete	07/21/2021 04:27 PM
EO-2022-63000-4	Review In Progress	05/24/2021 02:33 PM
WIOAIP-2022-70350-12	Review In Progress	08/03/2021 09:41 AM

Modify the WIOA Application cont.

Note: If the application does not appear in My Tasks, click on Searches and select Application Search. Once an application has been initiated by the agency, it can be easily found using Searches.

Select the type of application from the dropdown and then fill in the fiscal year.



The screenshot shows the top navigation bar with 'Home', 'Administration', and 'Searches' (highlighted with a red arrow). Below the bar is a message: 'If you need access to entity Applications, please contact your Entity Administrator.' The main section is titled 'Document Search' and contains the following fields:

- Document Number:** A text input field.
- Entity:** A dropdown menu.
- My Application/Tasks:** A dropdown menu with 'Adult Education: WIOA Instructional Programs' selected (highlighted with a red arrow).
- Status:** A dropdown menu.
- Fiscal Year:** A text input field with '2022' entered (highlighted with a red arrow).

Modify the WIOA Application cont.

The application will open to the Document Overview page. Scroll down the menu on the left-hand side until you see the Status Options available.

Select **Modify Application**.

Click on **OK** when the confirmation box pops up.

NexSys Grant, Application and Cash Management System QA - UAT

Home Administration Searches Test WDAAO New Not

WIOAIP-2022-70350-12 Document Overview

View document details.

Adult Education: WIOA Instructional Programs	Adult Education: WIOA Instructional Programs	NexSys Applications
WIOAIP-2022-70350-12		
Organization Zeeland Public Schools - 70350	Your Role Authorized Official (5)	Period Date 3/30/2021 12:00:00 AM 3/30/2022 12:00:00 AM

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete Grant Funds Available Amendment In Progress Amendment Submitted

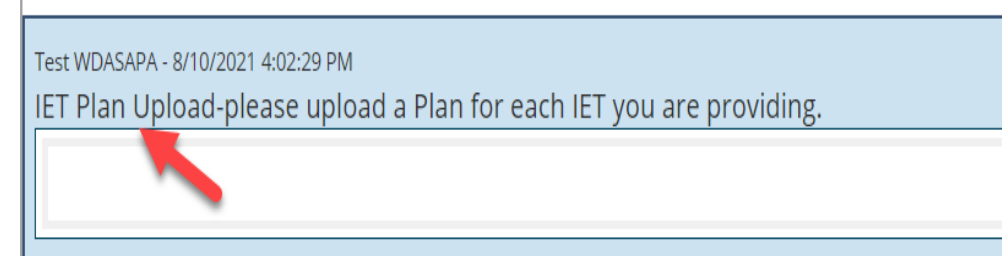
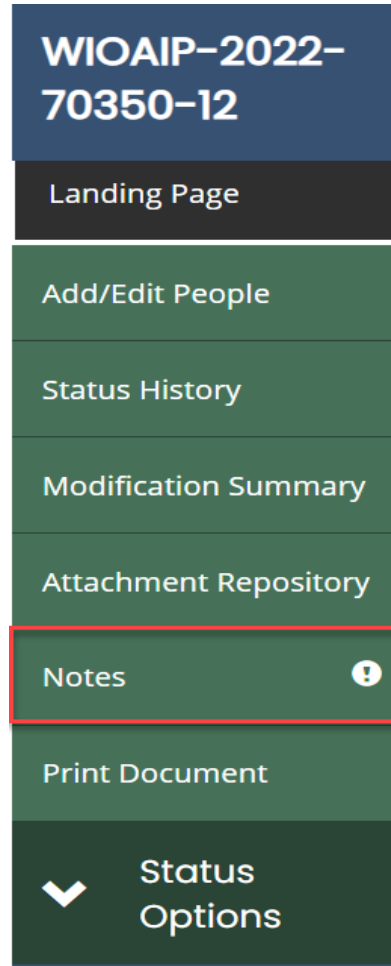
Modify the WIOA Application cont.

For non-budget modifications required, scroll down the menu on the left-hand side of the page to the Notes page which is located under Tools.

An exclamation point icon will indicate the presence of new notes for the user to respond.

Select **Notes** to open the Notes page. Notes does not differentiate which page the note is for, therefore the Program Office Reviewer will begin each note with the page name the note refers to.

Use Flagged Budget Items to see budget modifications that are needed.






Modify the WIOA Application cont.




If modifications are required, new notes will be present to indicate exactly what must be added or clarified.

If the modification involves responding to a comment, please enter the response on the notes page directly below the prompt.




Note: Narrative review comments usually require the agency to make a change to an application page in addition to supplying a comment here.



Test WDASAPA - 8/10/2021 4:02:29 PM
IET Plan Upload-please upload a Plan for each IET you are providing.




Test WDASAPA - 8/10/2021 3:58:26 PM
Please clarify the Program Offerings.

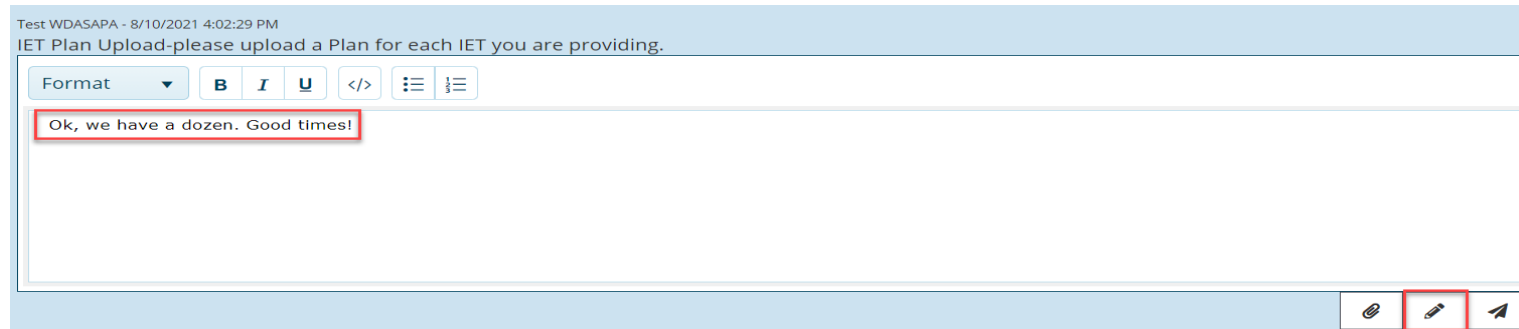


Modify the WIOA Application cont.

The white box immediately below the prompt can be clicked into and text can be entered.

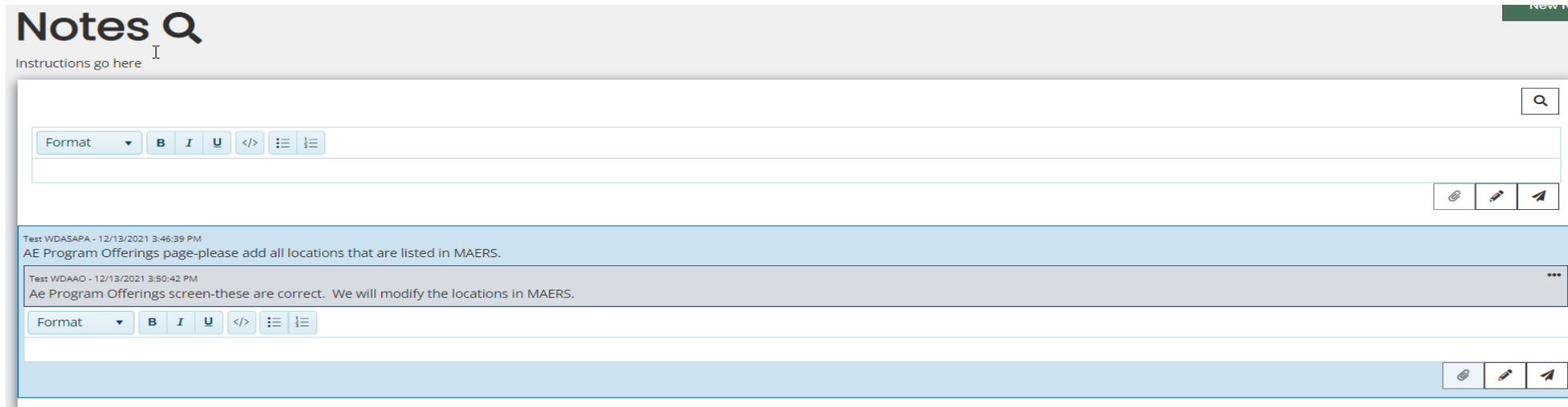
Select the Pencil icon in the bottom right to toggle the full text editor that allows for more robust formatting.

Select the Paper Airplane icon () to save and submit the response.



The screenshot shows a web interface for uploading a plan. At the top, it says "Test WDASAPA - 8/10/2021 4:02:29 PM" and "IET Plan Upload-please upload a Plan for each IET you are providing." Below this is a text editor with a toolbar containing "Format", "B", "I", "U", "</>", and list icons. The text "Ok, we have a dozen. Good times!" is entered and highlighted with a red box. At the bottom right, there are three icons: a link icon, a pencil icon (highlighted with a red box), and a paper airplane icon.

Modify the WIOA Application cont.



The screenshot displays the 'Notes' section of the WIOA Application interface. At the top, there is a header 'Notes' with a magnifying glass icon and a search bar. Below the header, there is a text area for instructions. The main content area contains two notes, each with a title, a timestamp, and a body of text. The first note is titled 'Test WDASAPA - 12/13/2021 3:46:39 PM' and contains the text 'AE Program Offerings page-please add all locations that are listed in MAERS.' The second note is titled 'Test WDAAD - 12/13/2021 3:50:42 PM' and contains the text 'Ae Program Offerings screen-these are correct. We will modify the locations in MAERS.' Each note has a 'Format' dropdown menu and buttons for bold, italic, underline, code, list, and link. There are also icons for link, edit, and delete at the bottom right of each note.

The saved and submitted response will immediately populate within the note. There is no further action required for this prompt.

If additional prompts are present repeat this process. If modifications are required within the budget, make those modifications to the budget items indicated.

Flagged Budget Items

If modifications are required to the budget, the Flagged Budget Items box on the navigation panel will be checked. Click on **Flagged Budget Item** and a list of flagged items will appear.

The flag will show the item as Approved, Modifications Required, or Unallowable and will have an associated comment. Make the required changes to the Budget Item and **SAVE**.

The screenshot shows the 'Document Overview' page for WIOAIP-2022-70350-10. The left navigation panel has 'Flagged Budget Items' selected. The main content area displays a progress bar with 11 steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The 'Modifications Required' step is highlighted with a blue circle.

The screenshot shows the 'Flagged Budget Items' page for WIOAIP-2022-70350-12. The left navigation panel has 'Flagged Budget Items' selected. The main content area displays a table of flagged items.

Entity	Flag	Comment	Function Code	Description	Salaries	Benefits	Purchased Services	Supplies & Materials	Cap Out
Zeeland Public Schools - 70350	Unallowable	Training costs are not allowable. Please remove.	135:	testing	\$0	\$0	\$0	\$5000	

Submit Modifications to the Application

Once all requested modifications are addressed, select **Submit Modifications** from the Status Options menu on the left-hand side.

Click **OK** in the pop-up box to confirm your submission.

The screenshot shows the 'Document Overview' page for WIOAIP-2022-70350-10. The left sidebar contains the following menu items: Modification Summary, Attachment Repository, Notes, Print Document, Status Options (expanded), and Submit Modifications (highlighted with a red box). The main content area displays the following information:

- Document ID: WIOAIP-2022-70350-10
- Organization: Zeeland Public Schools - 70350
- Your Role: Authorized Official (5)
- Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

The progress bar shows the following steps:

- Application In Progress (Completed)
- Application Submitted (Completed)
- Review In Progress (Completed)
- Modifications Required (Completed)
- Modifications In Progress (Current Step)
- Modifications Submitted (Pending)
- Administrative Review Complete (Pending)
- Program Office Review Complete (Pending)
- Grant Funds Available (Pending)
- Amendment In Progress (Pending)
- Amendment Submitted (Pending)

Amend the WIOA Application

After the WIOA application has been reviewed and approved and grant funds have been made available, some agencies may need to amend the approved application.

To initiate an amendment, login to NexSys, utilize the search function to locate the application, scroll down to Status Options and select **Amend Application**.

The screenshot displays the NexSys application interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The sidebar on the left shows 'WIOAIP-2022-70350-11' and a list of options: 'Attachment Repository', 'Notes', 'Print Document', 'Status Options' (with a dropdown arrow), 'Amend Application' (highlighted with a red box), and 'Related Documents' (with a dropdown arrow). The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-11'. It includes fields for 'Organization' (Zeeland Public Schools - 70350), 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM). A progress bar at the bottom shows the application status: 'Application In Progress' (checked), 'Application Submitted' (checked), 'Review In Progress' (checked), 'Modifications Required' (checked), 'Modifications In Progress' (checked), 'Modifications Submitted' (checked), 'Administrative Review Complete' (checked), 'Program Office Review Complete' (checked), 'Grant Funds Available' (checked), 'Amendment In Progress' (unchecked), and 'Amendment Submitted' (unchecked). A red arrow points to the 'Application In Progress' status.

Amend the WIOA Application cont.

Next, click on **Amendment Justification**. In the Amendment Justification field enter a specific description of what is being amended. Click **SAVE**.

Proceed to amend the application as needed. Any change that causes a 10% or more variance to a budget line item, or any change that includes a new activity must be approved by the Office of Adult Education.

NexSys Grant, Application and Cash Management System

QA - UAT

MICHIGAN Department of Education

Home Administration Searches

WIOAIP-2022-70350-11

Forms

Cover Page

Assurances and Certifications

Important Information

Amendment Justification

Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-70350-11

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

NexSys Applications

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

Submit Amendment to the WIOA Application

Scroll down within the menu on the left-hand side of the page to the available status options.

Select the **Submit Amendment** option.

If you choose not to submit the amendment, please cancel the amendment by clicking on Amendment Cancelled.

NexSys Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Administration Searches

WIOAIP-2022-70350-11

Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-70350-11

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM, 3/30/2022 12:00:00 AM

NexSys Applications

Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted


Tools Section

The Tools section on the green navigation panel allows agencies to complete various tasks. This is similar to the Management Tools section in the MEGS+ applications.




Landing Page

Clicking on the **Landing Page** under the Tools section brings you back to the Document Overview page.



Grant, Application and Cash Management System

QA - UAT



HomeAdministrationSearches

WIOAIP-2022-70350-11

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-70350-11

Organization

Zeeland Public Schools - 70350

Your Role

Authorized Official (5)

Period Date

3/30/2021 12:00:00 AM

3/30/2022 12:00:00 AM

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete


Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

[Table of Contents](#)



MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY

EMPLOYMENT
& TRAINING

Add/Edit People

To assign users to the application, select **Add/Edit People** from the menu on the left-hand side of the page under Tools.

Note: The level 5 user from PY2021 is the only person who will initially have access to the application. All other users must be added and assigned security roles by the level 5, including those who access the Cash Management System (CMS) module.

Home Searches ▾

WIOAIP-2022-70350-6

Attachments

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

People

Add or Edit people assigned to the document.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-6

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM, 3/30/2022 12:00:00 AM

Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted

People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	Notes
AO, test	123 EDUCATE CHILD CARE CENTER, Albany	Authorized Official (5)	07/06/21 -	Grant System	

Add/Edit People cont.

To add others to the application, select **Add/Edit People**.

Select the “+” symbol on the right-hand side to add a user to the application.

Home

Searches ▾

Test WDAAO

WIOAIP-2022-70350-6

Attachments

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

People

Add or Edit people assigned to the document.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-6

Organization

Zeeland Public Schools - 70350

Your Role

Authorized Official (5)

Period Date

3/30/2021 12:00:00 AM

3/30/2022 12:00:00 AM

✓

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

People Assigned to this Document

Person

Organization

Role

Active Dates

Assigned By

Notes

AO, test

123 EDUCATE CHILD CARE CENTER, Alpena

Authorized Official (5)

07/06/21 -

Grant System

Add/Edit People cont.

Enter the **Name** in the Person Search and select the desired user from the drop-down menu.

Note: The person must be added to the agency first for their name to appear in the search.

Select the user's role within the application. Level 5 users can assign any other non-level 5 user assigned to the agency.

Add an **Active Date** for the user. Do NOT select an Inactive Date - leave this field blank.

Select **SAVE**.

Document Person

Person Search

Name: Doe

Role: [Dropdown]

Organization Name: [Text]

Clear Search

Save

Lansing Islamic School - 330108389, Ingham ISD - 33000, Kalamazoo RESA - 39000, Kent ISD - 41000, Lansing Catholic Central High School -

Status History

To view the status history of the application, select the **Status History** page from the menu on the left-hand side of the page under Tools.

This is an informational only page.

Home

Searches ▾

WIOAIP-2022-70350-6

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Document Status History

View or export document status history.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-6

Organization
Zeeland Public Schools - 70350

Your Role
Authorized Official (5)

Period Date
3/30/2021
12:00:00 AM
3/30/2022
12:00:00 AM

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

Document Status History

Status	Date/Time	Person	Notes
Application In Progress	7/6/2021 3:58:22 PM	Test WDAAO	

< 1 >

Modification Summary

To view the Modification Summary of the application, select the **Modification Summary** page from the menu on the left-hand side of the page under Tools.

By selecting previous versions from the first drop-down, users can compare current or another previous version to each other.

HomeAdministrationSearches

WIOAIP-2022-70350-18

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Status Options

Submit Application

Cancel Application

Related Documents

Initiate Related Doc

Document Modification Summary

Select two version dates to compare.

Any field values that differ between the two versions are displayed grouped by page.

If repeatable values are used, columns on the right will display to identify the field position.

- F - Field
- R - Row
- S - Section
- P - Panel

Template

Adult Education: WIOA Instructional Programs

Instance

Adult Education: WIOA Instructional Programs

Process

NexSys Applications

Document Name

WIOAIP-2022-70350-18

Document Status

Application In Progress

Organization

Your Role

Authorized Official (5)

Period Date

9/1/2021 12:00:00 AM

9/3/2022 12:00:00 AM

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

Version A

Version B

Current

Excel

Cover Page

Last modified by: Test WDAAO

On: 12/13/2021 1:38:27 PM

Field Name	Version A - 1/1/0001 12:00:00 AM	Version B - Current	Difference (if numerical)
Applicant Name		Zeeland Public Schools - 70350	
Applicant District Code		70350	

Attachment Repository

Select the **Attachment Repository** page from the menu on the left-hand side of the page under Tools to view all attachments that have been uploaded to the application by the agency.

Uploads can be opened from this page by selecting the blue colored link or can be compressed/zipped for saving together.

Home

Searches

WIOAIP-2022-70350-10

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Print Document

Document Attachments

View and export files uploaded within the document.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-10

Organization

Zeeland Public Schools - 70350

Your Role

Authorized Official (5)

Period Date

3/30/2021 12:00:00 AM

3/30/2022 12:00:00 AM

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

Attachments

Zip

Form Name	Attachment Link	Zip
Attachments	2021-22 WIOA Function Code List (FINAL4.27.20) 5-19-2021.docx	<input type="checkbox"/>

Notes

An “!” Next to Notes on the navigation menu signals that there are notes that have been entered in the application.

Notes can be read, added, edited and saved from the Notes page.

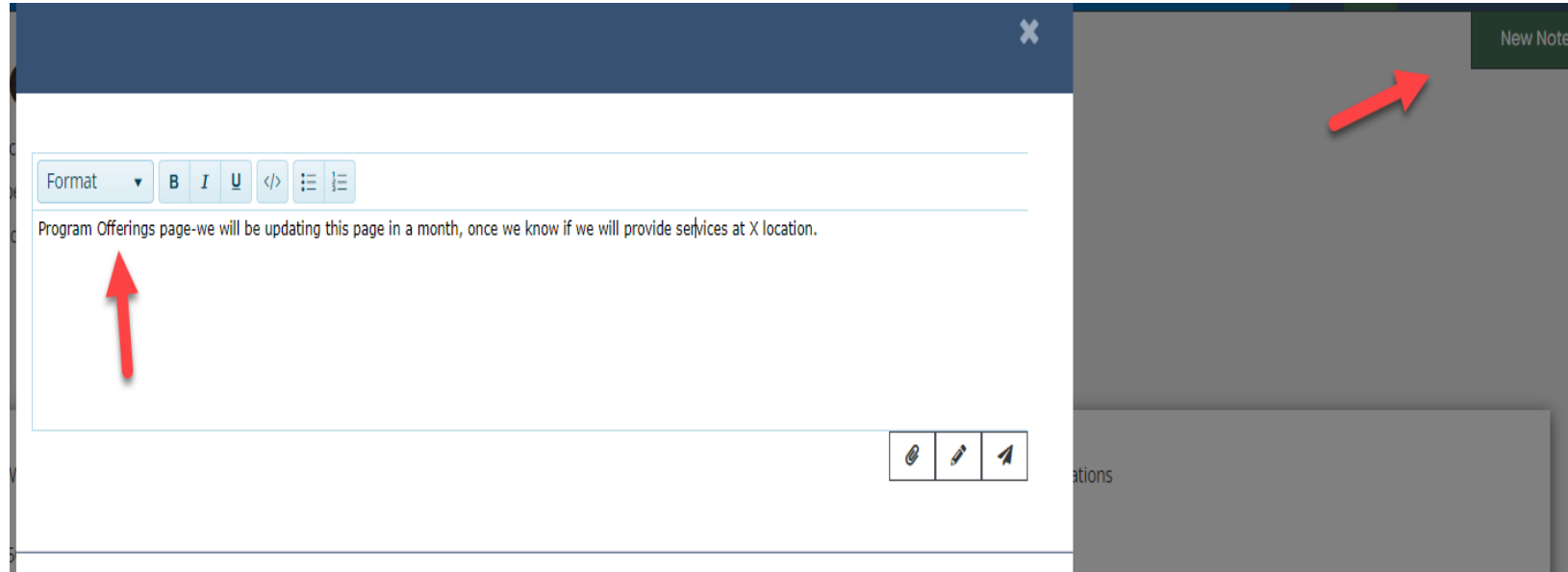
The screenshot displays the NeXSys application interface. At the top, the NeXSys logo is on the left, followed by the text "Grant, Application and Cash Management System" and "QA - UAT" in red. On the right is the Michigan Department of Education logo. Below the header is a blue navigation bar with "Home" and "Searches" links. A sidebar on the left contains a navigation menu with items: "Tools", "Landing Page", "Add/Edit People", "Status History", "Modification Summary", "Attachment Repository", "Notes" (highlighted with a red border and a small red exclamation mark icon), and "Print Document". The main content area is titled "Notes Q" and includes a search bar and a list of notes. The first note is titled "Test WDASAPA - 8/3/2021 3:00:27 PM" with the content "regional partnership page: Please add more partners". The second note is titled "Test WDASAPA - 8/3/2021 3:05:14 PM" with the content "reply to comment". Each note has a small icon for editing or deleting. A "New Note" button is located in the top right corner of the main content area.

Notes cont.

Notes can also be added from any page within the application by selecting the New Note button found in the upper-right hand corner of any page.

Remember to first write the page name for which you are writing the note. Though you can access a New Note from each page, the notes will display as one document that does not differentiate pages.

A pop-up window will appear with a full text editor to create and save new notes.



Print Document

Select Print Document from the Tools menu to open a pop-up window that allows user to select or deselect individual sections of the application to print.

The top-most row of radial buttons allows for all pages within that column to be selected

Select Print to download the selected pages.

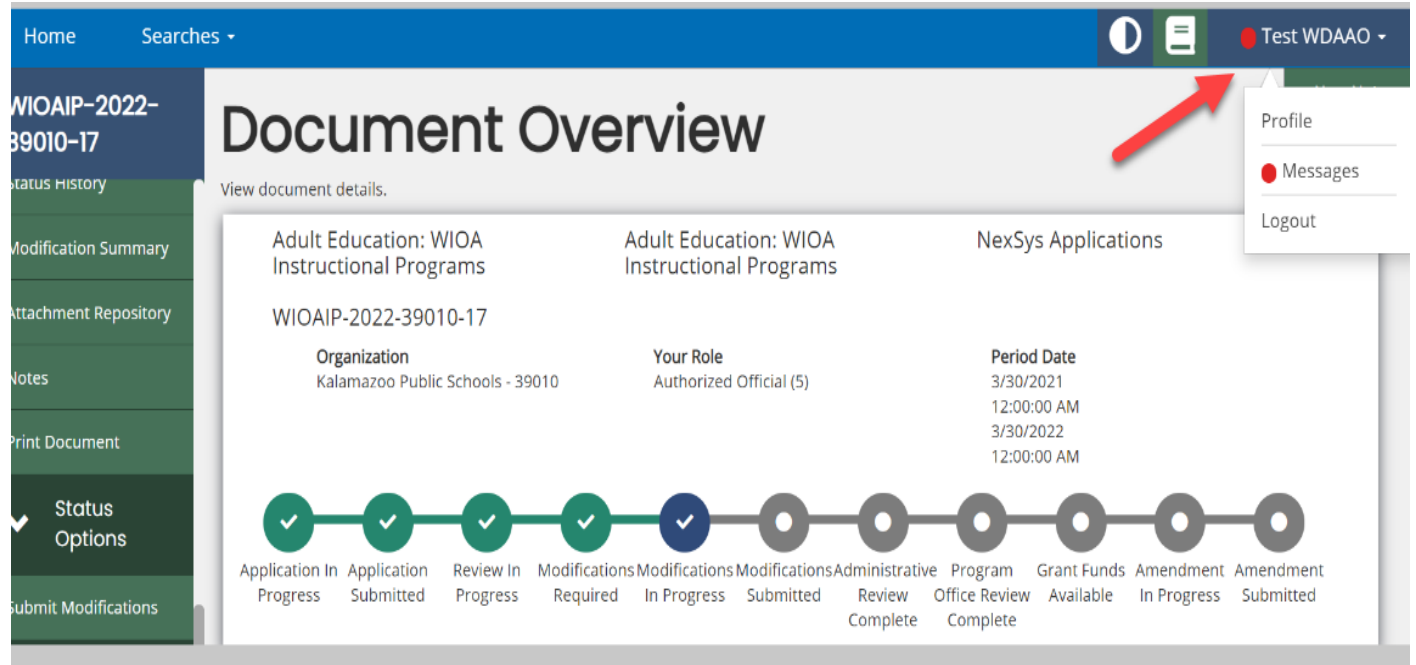
	Include	Exclude	Include Blank Copy
ALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
OR			
Cover Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assurances and Certifications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Review Grant Selections	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Fiscal Agent Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional Partnership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult Education Program Offerings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Summary	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capital Outlay	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Flagged Budget Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Narrative Upload	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractual Agreement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Print

User Profile

Once initiated, the application will open to the Document Overview page, also called the Landing Page.

Locate and select your name in the upper-right corner of the screen to drop down a short menu.



Home Searches ▾

WIOAIP-2022-39010-17

Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-39010-17

Organization: Kalamazoo Public Schools - 39010

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM, 3/30/2022 12:00:00 AM

NexSys Applications

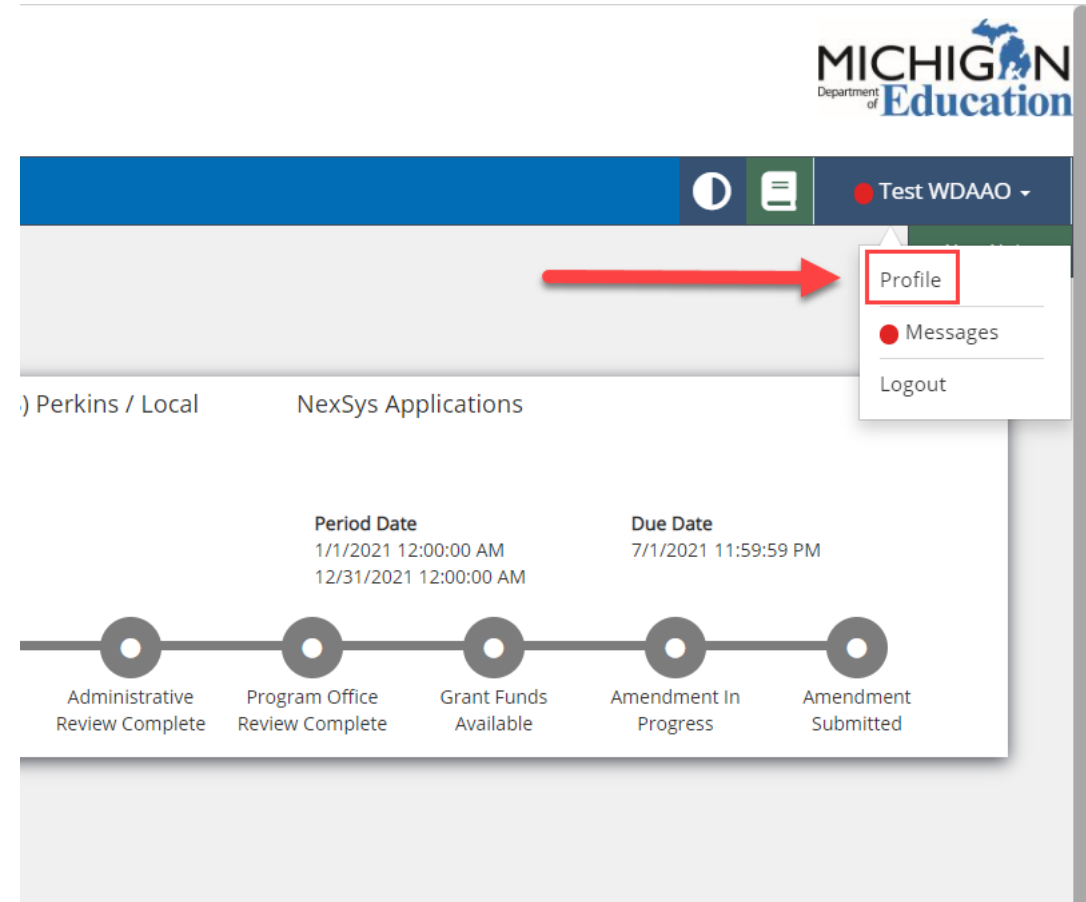
Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted

Profile, Messages, Logout

User Profile

Select the Profile link from the drop-down choices.

This is also where users can access system messages received.



Adult Education

Michigan Department of
Labor and Economic Opportunity -
Employment and Training

LEO-AdultEd@michigan.gov